

S A M P L E

ATTACHMENT A

MEMORANDUM FOR: Associate Director-Management, NFAC  
THROUGH : Coordinator for Academic Relations, NFAC  
SUBJECT : Agency Personnel Attending Professional  
Meetings/Conferences

The following is provided for your information:

Meeting/Conference:

Title:  
Location:  
Duration (Dates):  
Cost:

Attendees(s):

Name:  
Grade:  
Position:  
Identified as CIA:  
Member:  
Agency-sponsored:

/signed/

Office Director, NIO, Staff Chief